UCONN
CENTER FOR EXCELLENCE
IN TEACHING & LEARNING

Educational Technologies Office | Rowe 422
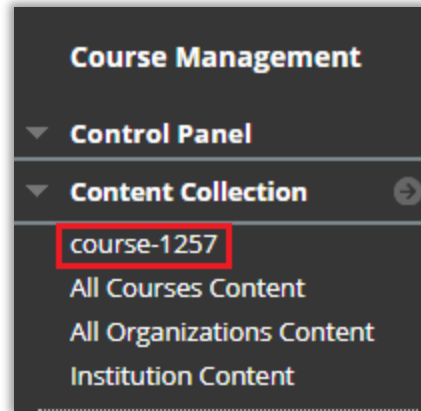
edtech@uconn.edu

860.486.5052

HuskyCT User Guide: Editing File Permissions in the Content Collection

Step 1: Access the File Permissions

Under Control Panel, click on Content Collection, and click on the first link that's the same as your course name

Course Management

▼ **Control Panel**

▼ **Content Collection**

course-1257

All Courses Content

All Organizations Content

Institution Content

New File.docx   Jun 12, 2018 10:31:07 AM   11.3 KB

In the file directory, find the file that is not showing to students or the Folder that contains multiple files the students cannot see and click on the File Permissions Icon.
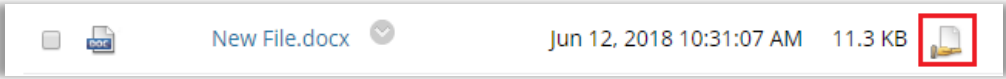
The current permissions will appear in a table

USER/USER LIST	READ	WRITE	REMOVE	MANAGE
Institution Role: uchc (User List)	✓	✓		
Practice Course (course-1257): Course Builder (User List)	✓	✓	✓	✓
Practice Course (course-1257): Instructor (User List)	✓	✓	✓	✓
Practice Course (course-1257): Program Facilitator (User List)	✓	✓	✓	✓
Practice Course (course-1257): Teaching Assistant (User List)	✓	✓	✓	✓

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Step 2: Edit the File Permissions

Select Specific Users By Place ⌄

Course

Course Group

Organization

Organization Group

Click on the down arrow next to "Select Specific Users by Place" and then click on "Course"

CHOOSE COURSES

☑ Practice Course   (course-1257)
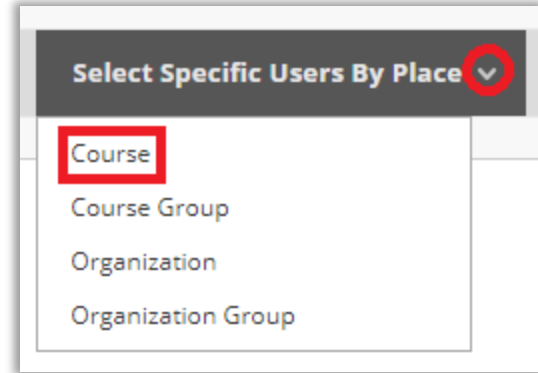
Check the box next to the course that you are working on

SELECT ROLES

★ Roles
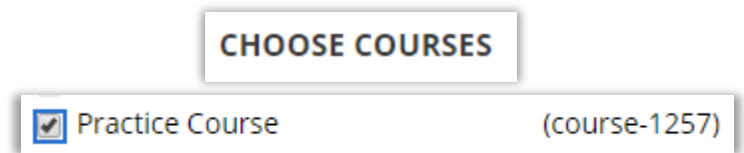
☑ All Course Users

Under "Select Roles", check the box next to "All Course Users"

SET PERMISSIONS
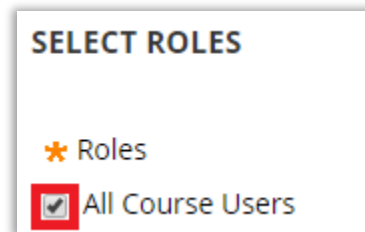
Permissions

☑ Read

Under "Set Permissions", the box next to "Read" should already be checked. Leave this as is

ADVANCED FOLDER OPTIONS

Select **Overwrite** to remove the current above. When **Overwrite** is not selected, contents and subfolders ☑ Overwrite
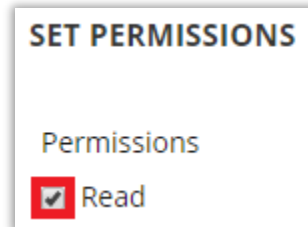
If you are setting permissions for all files within a folder, check the box next to "Overwrite" under "Advanced Folder Options"

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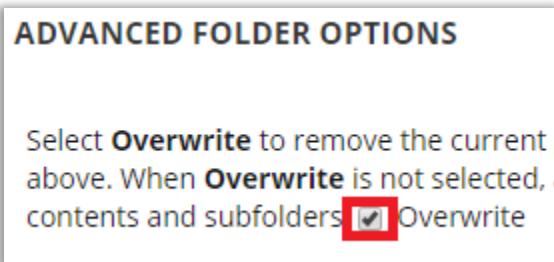
860.486.5052

Click "Submit" to save the changes.

Cancel   Submit
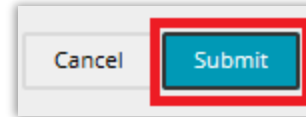
Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.